

**AGENDA**  
**COMMISSION FOR COMMUNITY ASSISTANCE, ARTS AND SPECIAL EVENTS**  
**WEDNESDAY, JUNE 7, 2017 12:00 P.M. REBEKAH HALL**

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**CALL TO ORDER**  
**ROLL CALL (12:00)**

**1. PUBLIC DISCUSSION**

**2. APPROVAL OF MINUTES**

Approval of Minutes from the May 3, 2017 Regular Meeting

**3. ACTION ITEMS**

Consideration of Requests by Organizations and Special Events for  
Placement on the Year 2018 CCAASE Calendar of Events

**4. WORK SESSION**

Discussion of 2018 Grant Process and Materials

**5. REPORTS**

5a. Staff

5b. Chairperson

**6. ADJOURNMENT**

*Order of Agenda Subject to Change at the Meeting*

DATE: June 2, 2017  
TO: CCAASE Members  
FROM: John Wontrobski, Parks and Recreation Projects Coordinator  
SUBJECT: Regular meeting at noon on Wednesday, June 7, 2017

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### **ACTION ITEMS**

#### **3. Consideration of Requests by Organizations and Special Events for Placement on the Year 2018 CCAASE Calendar of Events.**

The proposed 2018 CCAASE Calendar is attached. Events on the 2017 Calendar (as of May 12, 2017) that did not apply for 2018 are shown with a strike-through.

As stated in the Special Event policies, “event date approval by CCAASE does not guarantee the availability, or provide approval for the use of town facilities.”

Board members must abstain from the items for which they have a conflict of interest. Since all items are included under one motion, Staff will specify the conflicts in the minutes. If there is any discussion on an item, any conflicted Board member shall recuse themselves.

Please review the “Notes” column on the far right side of the 2018 CCAASE calendar attachment for notes regarding changes compared to the 2017 event dates.

Many of the changes in event dates are minor; more significant changes and items to discuss are as follows:

1. AIDS Benefit Student Show: 1 week earlier than 2017
2. TEDxTellurideLive: 2 weeks earlier than 2017
3. Yoga Festival: 1 week earlier in 2017 (did not shift back a week with July 4 as other July events did)
4. Chamber Music: Now a single week event
5. Many Hands Fiber Arts Festival: Now a biennial event
6. Festival of Cars and Colors: 1 week later than 2017
7. Art Walk: Additional December Art Walk in 2018
8. Telluride Theatre Original Show: 1 week later than 2017

**Note:** The following event requires additional approvals by CCAASE prior to consideration of their 2018 calendar date request by CCAASE:

- Wine Festival: June 28 – July 1 (West Colorado Avenue street closure use requires approval by CCAASE, since 2017 approval was granted for one year only)

This event is shown on the calendar **in red** and may not be approved by CCAASE until positive additional reviews are obtained.

## **WORK SESSION**

### **4. Discussion of 2018 Grant Process and Materials**

Staff recommends that this discussion follow the below outline of topics for discussion:

#### **Debrief notes in preparation for 2018 grant process & materials**

- Process
  - Move “application dropbox available to CCAASE members” one week out?
  - Agendize deficiency matrix discussion for start of grant process?
  - Decide whether to host a Grant Forum at September meeting (if not, remove this reference from Guidelines)
  - Discuss reinstatement of Board comment process for applicant feedback
  - Discuss average worksheet process given number of conflicts
  - Potential worksessions/interviews
    - Film re long term CCAASE funding
    - Jazz Festival
    - Telluride Institute/Palm Theatre (topic: individual programs as applicants)
  - Discuss the possibility of multi-year (e.g. 3 year) grants
- Guidelines:
  - Discuss eligibility for programs applying separately from main organization (Telluride Institute & programs, Ballet & Palm Arts, etc.)
  - Umbrella Letter Requirement- ask, “Do you pay a financial sponsorship to your umbrella organization for administration?”
  - Double dipping
    - CCAASE and TC line item - Confirm current status of the following 2017 issues and confirm plan for 2018 funding
      - Film – Nugget subsidy funding by TC and festival funding through CCAASE
      - Mental Health initiative – funding by TC (to Tri County health – no funding to partners (SMRC & Midwest Mental Health?) and organizational funding through CCAASE to SMRC and Midwest Mental Health
    - Umbrella organization if they receive funding for themselves and as umbrella?
- Application
  - Expand boxes for Private and Other funding sources sought
  - Figure out why pdf combined files dropped the category checks
  - Password protection- do not password protect from printing
  - Make sure Board section allows for complete board member entry
  - Part 3.D geographical location – address confusion (by some) that A&SE needs to be 100% in Town
  - Part 4.A summary financial information table – address confusion with placement of accurate date for “current fiscal year ending on”

- Part 4.B other funding sources table – clarify that information should be for upcoming year
- Adjust to encourage greater specificity in targeting programs/services in Telluride region for large/community support organizations (TFF, mental health, avalanche, etc.)
  - Have Community Support guidelines more in line with Arts and Special Events?
  - Community Service Grants: Address what specifically does your organization do? How will it be measured?
- Discuss addition of “quantitative measures”
- Discuss addition of collaborations with for-profits (as well and non-profits)

Draft materials will be reviewed by the Board at upcoming meetings and will be sent to grant applicants for their input in July, prior to final approval at the August meeting.

### **REPORTS**

**5a. Staff**

**5b. Chairperson**

**Draft**

**MINUTES**

**COMMISSION FOR COMMUNITY ASSISTANCE, ARTS AND SPECIAL EVENTS  
WEDNESDAY, MAY 3, 2017 12:00 P.M.  
REBEKAH HALL**

**CALL TO ORDER**

Nelson called the meeting to order at 12:02 p.m.

**ROLL CALL**

Present:	Wyndi Nelson (Chair) Paul Reich Sasha Sullivan	DeLanie Young Will Thompson (1 <sup>st</sup> Alt) Paul Reich
Absent:	Matt Lynch (2 <sup>nd</sup> Alt)	Amy Sieving
Staff:	John Wontrobski	

**1. PUBLIC DISCUSSION**

None

**2. PUBLIC HEARING**

**Consideration of a Request by the Sheridan Arts Foundation to close Colorado Avenue, from Aspen Street to Maple Street, on Saturday, June 10, 2017 from 10:00 a.m. to 2 p.m. for the Wild West Festival.**

Ronnie Palamar and Maggie Stevens of the Sheridan Arts Foundation were present and addressed the Commission. Staff informed the Commission that notification requirements had been met by the applicant- 191 notices were hand-delivered within the notification area with 15 days' notice, and an emailed notice was sent to the Main Street Merchants email group.

There was no public comment.

Sullivan moved to approve the street closure request as presented with a **one year only condition**, seconded by Young. A vote was taken and the motion passed 5-0 (Chair did not vote)

**3. APPROVAL OF MINUTES**

Reich moved to approve the minutes from the March 3, 2017 regular meeting, seconded by Sullivan. A vote was taken and the motion passed 5-0 (Chair did not vote).

**4. ACTION ITEMS**

**4a. Consideration of the following from the Telluride Chamber Music Festival:**

- **A CCAASE Calendar Date Change to August 6 – 14, 2017 from August 10 – 20, 2017**
- **A Banner Date Change to August 7 – 13, 2017 from August 9 – 21, 2017**

Sullivan moved to approve the calendar date change and banner change requests, seconded by Reich. A vote was taken and the motion passed 5-0 (Chair did not vote).

**5. WORKSESSION**

**Discussion of 2017 CCAASE Grant debrief discussion framework**

CCAASE members discussed an outline for a June meeting discussion of CCAASE grant materials and future improvements to the materials and grant process.

CCAASE moved out of Worksession by acclamation.

**6. REPORTS**

**6a. Staff**

Staff updated the Commission on the 2018 Calendar Date process.

**6b. Chairperson**

None

**7. ADJOURNMENT** Nelson declared the meeting adjourned at 1:20 pm.

# YEAR 2017 CCAASE CALENDAR OF SPECIAL EVENTS

Month	Date	Banner Approval	Event	Location
<b>January</b>	Dec 27, '16 ~ Jan 6	Y	SAF Holiday Concert Series	SOH
	5	N	Art Walk	Galleries
	14	N	Live at the Palm- FlyDance Company	Palm Theatre
	20	N	KOTO Lip Sync	SOH
	20 ~ 22	Y	Fire Festival	Various
<b>February</b>	2	N	Art Walk	Galleries
	2 ~ 5	N	Winter Wine Festival	Various
	3 ~ 6	Y	SAFYPT High School Musical	SOH
	8 ~ 11	Y	SMRC Chocolate Lovers' Fling	Conference Center
	16 ~ 19	Y	SAF Comedy Festival	SOH
	Feb 23 ~ Mar 6	Y	AIDS Benefit	SOH, Conf. Center, Palm
	24	Y	Telluride AIDS Benefit Student Fashion Show	Palm Theatre
	Feb 25 ~ Mar 4	Y	Telluride Gay Ski Week	SOH, Nugget, other
<b>March</b>	Feb 23 ~ Mar 6	Y	AIDS Benefit	SOH, Conf. Center, Palm
	Feb 25 ~ Mar 4	Y	Telluride Gay Ski Week	SOH, Nugget, other
	2	N	Art Walk	Galleries
	9 ~ 12 and 16 ~ 19	Y	Telluride Theatre Spring Musical	Palm
	10	Y	The Blue Party- A Celebration of TASP	Telluride Conference Center
	10 ~ 11	Y	SOH Spring Break Concert Series	SOH
	16	N	2nd Annual Sunset Scramble	Telluride Ski Resort
	18	N	Cardboard Sled Derby	Telluride Ski Resort
	19	Y	Telluride Rotary Red Ball Express	Telluride Ski Resort
	24	N	Choral Society SpringSing Concert	Palm Theatre
	Mar 29 ~ April 1	Y	Telluride Theatre Burlesque Fundraiser	SOH
	Mar 31 or April 1	N	KOTO Street Dance	Colorado Avenue
<b>April</b>	Mar 29 ~ April 1	Y	Telluride Theatre Burlesque Fundraiser	SOH
	Mar 31 or April 1	N	KOTO Street Dance	Colorado Avenue
<b>May</b>	2 ~ 7	Y	SMRC Sexual Assault Awareness Month	various
	5 ~ 7	Y	SAFYPT Elementary School Play	SOH
	9	Y	Valley Floor Day	various
	18 ~ 21	N	Telluride Literary Arts Festival	Other
	18 ~ 25	N	School K-12 Art Show	Palm Theatre Lobby
	19 ~ 20	Y	Spring Clean Up	Black Bear Road
	21	N	Palm Arts Spring Dance Recital	Palm Theatre
	24 ~ 29	Y	Mountainfilm	various
<b>June</b>	1	N	Art Walk	Galleries
	1 ~ 3	Y	10th Anniversary of Valley Floor Acquisition	Various
	2 ~ 4	N	Balloon Festival	Town Park, Colo Ave
	2	N	Palm Kidz: Big Bang Boom Band	Palm Theatre
	3	N	Huck Finn Day	Town Park
	5 ~ 11	Y	25th Annual Wild West Fest	SOH and Town Malls
	8 ~ 11	Y	Telluride Weekend of Wellness	various
	15 ~ 18	Y	Bluegrass Festival	various
	22 ~ 25	Y	Wine Festival	Malls, other
	23	N	Palm Kidz: Peter Davison	Palm Theatre
	24	N	Pinhead Science of Cocktails	Elks Park
	24	N	Touch-A-Truck	Carhenge Parking Lot
	June 28 ~ July 4	Y	Plein Air	Malls, SOH
<b>June (continued)</b>	30	N	Palm Kidz: Big Bubble Circus	Palm Theatre
<b>July</b>	June 28 ~ July 4	Y	Plein Air	Malls, SOH
	4	Y	4th of July Celebration	various

# YEAR 2017 CCAASE CALENDAR OF SPECIAL EVENTS

	6	N	Art Walk	Galleries
	7	N	Palm Kidz: Mysto the Magician	Palm Theatre
	8 ~ 9	Y	The Ride	Town Park, SOH
	11 ~ 16	Y	Art + Architecture Weekend	Other
	13 ~ 15	Y	Ah Haa Art Auction	S. Townsend Ave.
	14 ~ 15	N	Hardrock Hundred Endurance Run	Town Park
	14	N	Palm Kidz: Animals of Pokemon	Palm Theatre
	15 ~ 22	Y	Shakespeare in the Park	Shellman Stage
	17 ~ 23	Y	Telluride Baseball Festival	Town Park, Other
	20 ~ 23	Y	Telluride Yoga Festival	Malls & other
	22	N	Telluride 100 Mountain Bike Race	Colorado Avenue Start
	23	Y	Bow Wow Film Fest	SOH, North Oak St. Park
	27	N	Telluride Mountain Club Member Event	Town Park Core Area
	28	N	Palm Kidz: Steve Weeks	Palm Theatre
<b>August</b>	3	N	Art Walk	Galleries
	4	N	KOTO Duck Race	San Miguel River
	4 ~ 6	Y	Mudd Butts Mystery Theater	Palm Theatre
	4 ~ 6	N	Jazz Celebration	Town Park, other
	6 ~ 14	Y	Chamber Music Festival	SOH, Core Area, Palm
	11	Y	Top Chef and Taste of Telluride	Peaks Hotel
	17 ~ 20	Y	Telluride Mushroom Festival	Town Park & Malls
	19	N	BalletCollective	Palm Theatre
	25	Y	Telluride Theatre Sings!	Palm Theatre
	Aug 30 ~ Sept 4	Y	Film Festival	Various
<b>September</b>	Aug 30 ~ Sept 4	Y	Film Festival	Various
	7	N	Art Walk	Galleries
	8 ~ 9	Y	Imogene Pass Run	Oak St., Elks Park
	8 ~ 10	N	Ideas Festival	SOH
	11 ~ 16	Y	Black Bear Awareness Week	Other
	15 ~ 17	Y	Blues & Brews Festival	Town Park, SOH
	Sept 21 ~ 24	Y	Telluride Festival of Cars and Colors	Colorado Avenue
	22 ~ 23	Y	Mountains to Desert Bike Ride	Colorado Ave
<b>October</b>	3 ~ 8	Y	Domestic Violence Awareness Month	Various
	5	N	Art Walk	Galleries
	7	N	Indigenous Peoples Day	SOH
	11	N	Telluride Foundation Outstanding Citizen	Various
	12	N	BRAvo Fundraiser	New Sheridan Bar
	13 ~ 15	Y	Horror Show	SOH, Nugget Theatre
<b>November</b>	10 ~ 12	N	KOTO Ski Swap	Wilkinson Library Garage
<b>December</b>	1 ~ 3	N	Telluride Holiday Arts Bazaar	High School
	1 ~ 3	Y	SAF Young People's Theater	SOH
	8 ~ 9	N	Choral Society WinterSing Concerts	Other
	12	N	Telluride Gives	Various
	16 ~ 23	Y	Telluride Theatre Original Show	TBD
	Dec 27 ~ 31	Y	SAF Holiday Concert Series	SOH
	31	N	New Year's Eve Celebration	Colorado Ave



**YEAR 2017 CCAASE CALENDAR OF SPECIAL EVENTS**

Month	Date	Street Close Intent?	Banner Intent?	Event	Location	Notes				
<b>January</b>		4	N	N	Art Walk	Galleries				
		9		Y	Telluride TV-Video Awards	SOH				
		14		N	Live at the Palm- FlyDance Company	Palm Theatre				
	18 ~ 21	N	Y	Y	Fire Festival	Various				
	16		N		Scallywags-Ball	Elks-Lodge				
	22		Y		KOTO Lip-Syne	SOH				
	24		N		Live at the Palm- PUSH Physical Theater	Palm Theatre				
<b>February</b>		1	N	N	Art Walk	Galleries				
	2 ~ 5	N	Y		SAFYPT High School Musical	SOH				
	7 ~ 10	N	Y		SMRC Chocolate Lovers' Fling	Conference Center	2 days less than 2017			
	12		N		Live at the Palm: James and the Giant Peach	Palm Theatre				
	15 ~ 18	N	Y		SAF Comedy Festival	SOH				
	Feb 22 ~ 23		Y		Telluride American Songbook Festival	SOH				
	Feb 24 ~ Mar 3	N	Y		Telluride Gay Ski Week	SOH, Nugget, other				
	Feb 26 ~ Mar 5	N	Y		AIDS Benefit	SOH, Conf. Center, Palm	HS Benefit Show one week earlier than 2017			
<b>March</b>	Feb 24 ~ Mar 3	N	Y		Telluride Gay Ski Week	SOH, Nugget, other				
	Feb 26 ~ Mar 5	N	Y		AIDS Benefit	SOH, Conf. Center, Palm	HS Benefit Show one week earlier than 2017			
	1	N	N		Art Walk	Galleries				
	3		Y		TASP Annual Fundraiser (Name TBD)	TBD			-	
	9 ~ 12 and 16 ~ 19		Y		Telluride Theatre Spring Musical	Palm				
	9 ~ 10	N	Y		SOH Spring Break Concert Series	SOH				
	16		N		The Downlow- an evening of storytelling	Other				
	18	N	Y		Rotary Red Ball Express	Telluride Ski Area	One day less than 2017			
	23	N	Y		Choral Society Spring Sing Concert	Palm Theatre				
	28 ~ 30		N		Telluride American Songbook	Club Red				
	Mar 28 ~ 31	N	Y		Telluride Theatre Burlesque Fundraiser	SOH				
	Mar 31 or April 1		Y		KOTO Street Dance	Colorado Avenue				
<b>April</b>	Mar 31 or April 1		Y		KOTO Street Dance	Colorado Avenue				
	11 ~ 12	N	Y		TEDxTellurideLive	Palm Theatre	2 weeks earlier than 2017			
<b>May</b>	2 ~ 7	N	Y		SMRC Sexual Assault Awareness Month	various				
	4 ~ 6	N	Y		SAFYPT Elementary School Play	SOH				
	9	N	Y		Valley Floor Day	various				
	14		N		Palm Arts Spring Dance Recital	Palm Theatre				
	17 ~ 25	N	N		School K-12 Art Show	Palm Theatre Lobby				
	19 ~ 22		N		Talking Gourds	Other				
	18 ~ 19	N	Y		Spring Clean Up	Carhenge Parking Lot	Venue changed in 2017			
	18 ~ 20	N	Y		Telluride Literary Arts Festival	various				
	24 ~ 29		Y		Mountainfilm	various				
	30		N		The Downlow- an evening of storytelling	Other				
<b>June</b>	1 ~ 3	Y	N		Balloon Festival	Town Park, Colo Ave				
	2	N	N		Huck Finn & Becky Thatcher Day	Town Park Core & Pond				
	3 ~ 5		Y		Telluride Screenwriting Conference	Other				
	4 ~ 9	N	Y		26th Annual Wild West Fest	SOH and Town Malls	1 day less than 2017			
	7	N	N		Art Walk	Galleries				
	9 ~ 12		N		Mining History Association Conference	Mountain Village				
	8 ~ 11		Y		Telluride Weekend of Wellness	various				
	13 ~ 17		N		Historical Museum Free Admission Week	Telluride Historical Museum				
	21 ~ 24	N	Y		Bluegrass Festival	various				
	28 ~ July 1	Y	Y		Wine Festival	Malls, Colorado Avenue, other				
	29 ~ July 5	N	Y		Plein Air	Malls, SOH	1 day longer than 2017			
	30 ~ July 3		Y		Circus Holus Bolus	Telluride Elem School				
	30	N	N		Touch A Truck	Carhenge Parking Lot				
<b>July</b>	June 28 ~ July 1	Y	Y		Wine Festival	Malls, Colorado Avenue, other				
	June 29 ~ July 5	N	Y		Plein Air	Malls, SOH	1 day longer than 2017			
	June 30 ~ July 3		Y		Circus Holus Bolus	Other				
	4		N		Palm Kidz: Ann Lincoln	Palm Theatre				
	4 ~ 2		N		Telluride American Songbook	Club Red				
	3		N		Telluride Warehouse Fundraising Party	Transfer Warehouse Bldg.				
	4	Y	Y		4th of July Celebration	various				
	7		N		The Downlow- an evening of storytelling	Other				
	5	N	N		Art Walk	Galleries				
	14 ~ 15	N	Y		The Ride	Town Park, SOH				
	16		N		Elks Buccaneer Ball	Elks Club				
	17		N		Telluride American Songbook	SOH				
	19 ~ 21	Y	Y		Ah Haa Art Auction	S. Townsend Ave.				
	19 ~ 22	N	Y		Telluride Yoga Festival	Malls & other	One weekend earlier than 2017			
	20	N	N		Hardrock Hundred Endurance Run	Town Park				
	21 ~ 22	N	Y		Art + Architecture Weekend	Galleries, Studios, Homes				

**YEAR 2017 CCAASE CALENDAR OF SPECIAL EVENTS**

	21 ~ 28	N	Y	Shakespeare in the Park	Shellman Stage					
<b>July (cont'd)</b>	22	N	Y	Second Chance Bow Wow Film Festival	SOH					
	23 ~ 29	N	Y	Telluride Baseball Festival	Town Park, Other					
	28	N	Y	Telluride 100 Mountain Bike Race	Colorado Avenue Start					
	22		N	<del>Palm Kidz: Steve Weeks</del>	<del>Palm Theatre</del>					
	26 ~ 30		Y	<del>Playwrights Festival</del>	<del>SOH</del>					
	27		N	<del>Telluride Mountain Club Member Event</del>	<del>Town Park Core Area</del>					
	28		N	<del>Historical Museum 50th Anniversary Gala</del>	<del>The Peaks Hotel</del>					
	30		N	<del>Live at the Palm</del>	<del>Palm Theatre</del>					
<b>August</b>	2	N	N	Art Walk	Galleries					
	3 ~ 4	N	Y	Mudd Butts Mystery Theater	Palm Theatre	2 days less than 2017				
	3 ~ 5	N	Y	Jazz Celebration	Town Park, Elks Park, other					
	4		Y	<del>KOTO Duck Race</del>	<del>San Miguel River</del>					
	6 ~ 12	N	Y	Chamber Music Festival	SOH, Core Area	Now a single week event				
	9 ~ 12	N	Y	Many Hands Fiber Arts Festival	Telluride High School	Now a biennial event				
	11		Y	<del>Top Chef and Taste of Telluride</del>	<del>Peaks Hotel</del>					
	13		N	<del>Ballet Collective Performance</del>	<del>Palm Theatre</del>					
	16 ~ 19	N	Y	Telluride Mushroom Festival	Town Park & Malls					
	19		Y	<del>Telluride Theatre Sings!</del>	<del>Palm Theatre</del>					
	29 ~ Sept 3	Y	Y	Film Festival	Various					
<b>September</b>	Aug 29 ~ Sept 3	Y	Y	Film Festival	Various					
	6	N	N	Art Walk	Galleries					
	7 ~ 8	Y	Y	Imogene Pass Run	Oak St., Elks Park					
	9 ~ 15	N	Y	Black Bear Awareness Week	Other					
	9 ~ 11		N	<del>Telluride Ideas Festival</del>	<del>SOH</del>					
	14 ~ 16	N	Y	Blues & Brews Festival	Town Park, SOH					
	21 ~ 22	N	Y	Mountains to Desert Bike Ride	Colorado Ave					
	22		N	<del>The Downlow - an evening of storytelling</del>	<del>Other</del>					
	Sept 27 ~ 30	Y	Y	Telluride Festival of Cars and Colors	Colorado Avenue	1 week later than 2017				
<b>October</b>	2		N	<del>Live at the Palm: Cashore Marionettes</del>	<del>Palm Theatre</del>					
	2 ~ 7	N	Y	Domestic Violence Awareness Month	Various					
	4	N	N	Art Walk	Galleries					
	6	N	N	Indigenous Peoples Day	Various					
	11		Y	<del>Telluride Foundation Outstanding Citizen</del>	<del>Various</del>					
	13		N	<del>BRavo Fundraiser</del>	<del>other</del>					
	12 ~ 14	N	Y	Horror Show	SOH, Nugget Theatre					
	12		N	<del>BRavo Fundraiser</del>	<del>Other</del>					
	29		N	KOTO Halloween Bash	SOH					
<b>November</b>	10 ~ 12		Y	KOTO Ski Swap	Wilkinson Library Garage					
	11 ~ 13		N	<del>Telluride School District Musical</del>	<del>Palm Theatre</del>					
	30 ~ Dec 2	N	Y	SAF Young People's Theater	SOH					
	30 ~ Dec 2	N	Y	Telluride Holiday Arts Bazaar	High School					
<b>December</b>	Nov 30 ~ Dec 2	N	Y	SAF Young People's Theater	SOH					
	Nov 30 ~ Dec 2	N	Y	Telluride Holiday Arts Bazaar	High School					
	4		N	<del>Palm Arts Winter Recital</del>	<del>Palm Theatre</del>					
	6	N	N	Art Walk	Galleries	Additional Art Walk in 2018				
	8 ~ 10	N	Y	Choral Society WinterSing Concerts	Other					
	15 ~ 24	N	Y	Telluride Theatre Original Show	Other	1 week later than 2017				
	12		Y	<del>Telluride Gives</del>	<del>Various</del>					
	16		N	<del>Live at the Palm: Hot Club of San Francisco</del>	<del>Palm Theatre</del>					
	23		N	<del>The Downlow - an evening of storytelling</del>	<del>Other</del>					
	Dec 26 ~ 31	N	Y	SAF Holiday Concert Series	SOH					
	31	Y	N	New Year's Eve Celebration	Colorado Ave					



**COMMISSION FOR COMMUNITY ASSISTANCE, ARTS AND SPECIAL EVENTS  
2017 Grant Guidelines**

**INTRODUCTION**

***to the Town of Telluride's Commission for Community Assistance,  
Arts and Special Events***

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The Telluride Town Council established the Commission for the Arts and Special Events (CASE) in 1986, which reviews and recommends funding to Arts and Special Event organizations in the Telluride community. Since 1999, Town Council has granted money to community support organizations through the Community Support Grant Process.

In 2005, Town Council combined these two separate grant processes and refined the mission and duties of CASE to include administering Community Support Grants, in addition to grants for the arts and special events, creating the Commission for Community Assistance, Arts and Special Events (CCAASE).

The mission of CCAASE is to develop, maintain, and encourage an environment conducive to the following community organizations:

- 1) Arts and Special Events Organizations (non-profit arts organizations and special events)
- 2) Community Support Organizations (non-profit community programs for citizen welfare and education)

CCAASE administers Town Special Event Policies and recommends annual funding allocations to the Town Council for community non-profit organizations, including arts organizations, special events, and non-profits that preserve or enrich the health, education, welfare, and fitness of the community. CCAASE also establishes and maintains a yearly town calendar of events.

CCAASE consists of volunteer board members appointed by the Town Council to serve selected terms of office.

All of CCAASE funding comes from town sales tax revenue and other town taxes. Funds that are allocated by the Town Council for Arts and Special Events and those allocated for Community Support Grants will be kept separate and not be commingled.

<p><b>The 2017 Grant Deadline is Midnight MDT on Monday, September 26, 2016</b> <b>REMINDER: Please closely follow the grant guidelines</b> <b>CCAASE funding is an AWARD, NOT A REWARD!</b></p>
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## TWO TYPES OF GRANTS

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Please place your organization under the appropriate grant heading (Arts and Special Events OR Community Support) and follow the associated grant guidelines below. **Please note, organizations may be in only one grant category and may only submit one application. If CCAASE does not agree with the chosen category, a public hearing will be held on November 2, 2016 to discuss appropriate categorization.**

### **Arts and Special Events Grants – (Funds must be used in the Town of Telluride)**

- ☐ Arts Organizations (performing arts, visual arts, and art-based education)
- ☐ Special Events (defined as “town gatherings that are open to the general public”)

***\*\* If your organization is in this category, please follow grant guidelines on pages 3 & 5 - 7***

### **Community Support Grants – (Funds must be used for programs or activities accessible to the Town of Telluride community)**

- ☐ Service Organizations (human, welfare, and community)
- ☐ Athletic Organizations
- ☐ Educational Organizations
- ☐ Other \_\_\_\_\_

***\*\* If your organization is in this category, please follow grant guidelines on pages 4 - 7***

## ARTS AND SPECIAL EVENTS GRANTS

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### Arts organizations, special events, and art-based educational organizations

#### PROGRAM OVERVIEW

The arts and special events community may receive grants to support activities within the Town of Telluride that address the CCAASE mission to develop, maintain, and encourage the expansion of an environment conducive to festivals, performing arts, visual arts, and special events.

#### ELIGIBILITY CRITERIA

CCAASE will consider proposals from organizations and special events that meet the following eligibility criteria:

1. Applications will be accepted from organizations and events that provide educational, artistic, entertainment and cultural opportunities for the public to participate in within the Telluride Town limits.
2. Special event and festival applicants must have completed all CCAASE Calendar application requirements corresponding to the year of application.

#### ITEMS NOT FUNDED

Programming and events to which any of the following criteria or uses applies **will not be considered for funding**:

1. Debt and deficit reduction;
2. Out of town activities;
3. Commercial (for profit) enterprise or activities; and
4. Capital Improvements.

## COMMUNITY SUPPORT GRANTS

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**Service (human, welfare, and community), athletic, and educational organizations**

### **PROGRAM OVERVIEW**

Community support organizations may receive grants to support activities and programs that are accessible to Town of Telluride community and encourage the development of an environment conducive to healthy community organizations that provide programs for citizen welfare and education in the region.

### **ELIGIBILITY CRITERIA**

CCAASE will consider proposals from community organizations that provide programs for citizen welfare and education. Programming and activities shall be accessible to the Town of Telluride community.

### **ITEMS NOT FUNDED**

Programming and events to which any of the following criteria or uses applies **will not be considered for funding**:

1. Debt and deficit reduction;
2. Commercial (for profit) enterprise or activities; and
3. Capital Improvements.

## ALL APPLICANTS - BOTH TYPES OF GRANTS

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### ELIGIBILITY CRITERIA

The following criteria apply to all applicants:

1. Only one (1) application may be submitted per organization.
2. **Applicants may apply as a 501-(C)-3 organization, or under the umbrella of a 501-(C)-3 organization with a compatible mission statement. A letter of agreement between the applicant and any umbrella organization, written by the umbrella organization, must be included with the grant application (a sample letter of agreement is posted on the Town's website). The letter of agreement must outline the responsibilities of the two organizations, including:**
  - Umbrella organization mission statement, including a statement about how the missions of the umbrella and applicant organizations are compatible;
  - Copy of the resolution by the umbrella organization accepting the applicant;
  - Budget and program administration;
  - Ownership of names, products and so forth; and
  - Contact information for the person at the umbrella organization who oversees the applicant's program administration.

*Note: If funded, the check will be issued to the umbrella organization for dispersal to the applicant.*

3. **Colorado non-profit applicants with no 501-(C)-3 certificate, or umbrella organization may apply and be granted funds with stipulations such as: staggered payments, periodic reports, presentations to CCAASE, and so forth.**
4. Extra information or material may not be sent to members of CCAASE. Please do not discuss your grant with CCAASE members during the grant process (September 2016 through January 2017).
5. At a minimum, the applicant organization shall have a board of directors that meets the following requirements:
  - Composed of at least three (3) members
  - Meet regularly with documented agendas, minutes, etc.
6. Organizations that currently receive funding from their own mill levy tax assessment or through the Town of Telluride (including, but not limited to, revenues from property tax, sales tax, excise tax, fees, pass through funding, appropriated

budget line items, appropriations through the Affordable Housing or Open Space Funds, etc.) are ineligible.

## **GRANT AMOUNTS**

CCAASE's appropriation for 2017 from the Town of Telluride is yet to be determined and therefore the budget for the current grants-making initiative is currently unknown. Town Council funding for CCAASE may fluctuate from year to year.

NOTE: Funds that are allocated by the Town Council for Arts and Special Events and those allocated for Community Support Grants will be kept separate.

## **ACCOUNTABILITY**

**A Follow-up report on the use of CCAASE funds is required with the next application or by October 31, 2016 if applicant does not apply for a 2017 grant.**

In addition, all 2016 grant recipients that are applying for 2017 grant funds are required to submit a follow-up report on the Year 2016 event or organization.

## **REVIEW PROCESS**

Each application will be evaluated by the Board according to its adherence to the stated review criteria (see below). The review criteria is not prioritized or weighted. Amount of awards, funding agreements, – will be mailed out in late February or early March each year.

Each board member submits a worksheet to staff, in which they allocate the total available cash, but no amount to applicants with which they have a conflict of interest. Staff compiles all board members' allocations into one worksheet, in which the high and low cash grant amounts are eliminated for each applicant and the remainder are averaged. The resulting average allocation amount for each applicant is presented to the Board at the January meeting as a starting point for the allocation discussion.

## **REVIEW CRITERIA**

CCAASE will review applications according to the following criteria, which are not weighted:

1. Compliance with CCAASE grant guidelines, including the format requirements on the last page of this document.
2. Demonstration of unique & necessary services provided;
3. Efforts to promote collaboration with other local nonprofits;
4. Board participation in organization;
5. Long term sustainability strategies, budget & ability to raise funds;
6. Economic impact on Town of Telluride (A&SE applicants only);
7. Outreach efforts and number of participants;
8. Compliance with Town of Telluride policies and Ordinances; and
9. Completeness and specificity of application.



<b>APPLICATION DEADLINE</b>	<p>Midnight MDT on Monday, September 26, 2016</p> <p>Applications shall be submitted electronically.</p> <p><i>Late or non-electronic applications will not be accepted or considered. <b><u>NO EXCEPTIONS!</u></b></i></p>
<b>FIRST-TIME APPLICANTS</b>	<p>If you are a first-time applicant we encourage you to contact the Parks and Recreation Department of the Town of Telluride for guidance (970-728-2173). However, please do so well in advance of the application deadline.</p>
<b>GRANT PROCESS</b>	<p>A <b>Public Forum</b> to discuss the grant process and application will occur <b>at the regular CCAASE meeting on September 7, 2016 at 12 noon in Rebekah Hall.</b></p> <p>CCAASE will select and notify applicants for <b>random interviews</b> each year for updates on your organization. If selected, applicant will be required to have a representative present at the determined CCAASE meeting at 12:00 p.m. in Rebekah Hall located at 113 W. Columbia.</p>
<b>FUNDING PERIOD</b>	<p>The funding period is January 1 through December 31, 2017.</p>
<b>OTHER CONDITIONS</b>	<p><b>Nondiscrimination</b> - including statutes prohibiting discrimination on the basis of race, creed, disability, national origin, sex, sexual orientation, age, or marital status.</p> <p><b>Credit/Acknowledgment</b> - grantee agrees that a notice will be included in appropriate announcements and promotional efforts stating:</p> <p style="text-align: center;"><b>“This activity/event is supported by a grant from the Town of Telluride Commission for Community Assistance, Arts, and Special Events”</b></p> <p><b>NOTE:</b> Please contact the Parks and Recreation office (970-728-2173) for a CCAASE Logo.</p> <p><b>Ownership of Response Material</b> - all materials submitted regarding this grant application become the property of the Town and will only be returned at the option of the Town. Applicants are advised that any information submitted to the Town is subject to the Colorado Open Records Act along with possible public disclosure as a public document. Any confidential commercial or financial information should be redacted by the Applicant in advance of submission to the Town or the Applicant should assert a privilege to the Town as to the confidential commercial or financial information, which assertion of a privilege may or may not be accepted by the Town.</p>

# 2017 CCAASE Grant Application

**Deadline is Midnight MDT on Monday, September 26, 2016**

**Applicant Organization:** \_\_\_\_\_

**Type of organization (please check ONE type of organization in only ONE Grant Category):**

Arts and Special Events Grants

\_\_\_\_\_ Arts Organizations (performing arts, visual arts, and art-based education)

\_\_\_\_\_ Special Events (defined as “town gatherings that are open to the general public”)

Community Support Grants

\_\_\_\_\_ Service Organizations (human, welfare, and community)

\_\_\_\_\_ Athletic Organizations

\_\_\_\_\_ Educational Organizations

\_\_\_\_\_ Other \_\_\_\_\_

**Grant Request** = \$ \_\_\_\_\_

2017 CCAASE Grant Application Checklist- Before submission, have you:

\_\_\_\_\_ **Filled out** all the required questions (indicated with red box) in the CCAASE Grant Application?

\_\_\_\_\_ **Attached** 1 copy of the last I.R.S. 990 Form submitted by your organization?

\_\_\_\_\_ **Attached** a Letter of Agreement with your umbrella organization? [if required]

\_\_\_\_\_ **Attached** financial statements?

\_\_\_\_\_ Initial here to indicate that you have included all of the above-listed items and have met all of the requirements outlined in the 2017 CCAASE Grant Guidelines.

***“ \* ” indicates the Common Grant Application questions***

<b>Part 1: Applicant Information</b>
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**\*Name of applicant organization:**\_\_\_\_\_

Applicant contact person:\_\_\_\_\_

Phone:\_\_\_\_\_E-Mail Address:\_\_\_\_\_

Mailing address:\_\_\_\_\_

City:\_\_\_\_\_State:\_\_\_\_\_Zip:\_\_\_\_\_

Federal ID number (or EIN):\_\_\_\_\_

**\*How many years has your organization been in existence?**

\_\_\_\_\_

**For Special Events Only:** List approved CCAASE calendar dates:

\_\_\_\_\_

**List Board of Directors:**

\_\_\_\_\_

**\*Name of umbrella organization / Fiscal agent:**\_\_\_\_\_

*[If applicant does not have 501(C) 3 or non-profit status]*

Fiscal Agent contact person:\_\_\_\_\_

Phone:\_\_\_\_\_E-Mail Address:\_\_\_\_\_

*If applicable, please refer to page 5 of the CCAASE Grant Guidelines for Letter of Agreement requirements.*

## **Part 2: Organization Information**

### **A. Mission Statement \***

Provide a clear and concise statement of your mission, not including goals & objectives

*Ex: The mission of CCAASE is to develop, maintain, and encourage an environment conducive to the following community organizations: Arts and Special Events organizations and Community Support organizations.*

### **B. Goals and Objectives \***

List your goals and objectives for the granting year.

*\* Please limit your response to no more than 3 goals and no more than 4 objectives (for each goal)*

**Goals** = desired future state or direction (1 year or more)

**Objectives** = intended results or outcomes that are measures of progress towards a goal  
(1 year or less)

**C. Board of Directors**

Describe your Board's level of involvement in the organization.

**D. Planning \***

State your planning efforts focused on strategies for sustainability (or longevity), including your ability to raise funds.

**E. Collaboration**

Describe your efforts to promote collaboration with other local non-profit organizations.

**F. Scholarships/Grants \***

Describe your scholarship program, including the scholarship types, amounts, and target audience.

**G. Staffing Plan\***

Describe your staffing plan including volunteers and paid staff.

**H. Community Impacts**

1. Describe your outreach / marketing plan (method only, do not include actual materials).

2. Provide the projected number of people served for the requested funding year.  
(Please list individual events/programs and total for the year)

E.G.:

<i>Program #1</i>	<i>50 people</i>
<i>Event #1</i>	<i>250 people</i>
<i>Event #2</i>	<i>150 people</i>
<b>Total served for year:</b>	<b>450 people</b>

3. Describe the community needs and creative qualities your program offers and how these characteristics are determined, including educational, cultural, and/or economic impacts.



### Part 3: Grant Request

A. Cash Request Amount \* \$ \_\_\_\_\_

B. Grant request as a percentage of next year's budget: \* \_\_\_\_\_ %

C. Purpose of requested funds \*

1. Provide a brief statement (2 sentences maximum) of specifically what grant will be used for.

2. List budget items for which funds will be expended

*Ex: Funds will be used for the summer circus program (\$9,270)*

*Staffing: \$5,500*

*Materials: \$1,225*

*Insurance: \$2,545*

***Total Request: \$9,270***

D. Geographical location of where funds will be expended \*

Quantify the percentage of programs/activities accessible to the community by the following locations (percentages in either category (not both) should add up to 100%):

Arts and Special Events Organizations

\_\_\_ Town of Telluride

Community Support Organizations

\_\_\_ Town of Telluride

\_\_\_ San Miguel County (outside of Telluride)

\_\_\_ Other (outside of San Miguel County)

**A. Summary Financial Information**

Complete the below table with summarized information for the applicant organization

<b>Organization's Budget for Current Fiscal Year Ending on:</b>	Mo/Day/Yr:
<b>Income:</b>	\$
<b>Expenses:</b>	\$
<b>In-Kind Donations:</b> <i>Please list specific category totals for lodging, equipment, volunteer hours, food, auction items, etc</i>	\$  (Total of In-Kind donations below)
	\$
	\$
	\$

**B. Other Funding Sources \***

List other funding being pursued for your organization as a whole in the below table for the granting year

Source of Funds	Funder Name	Grant Request Amount	Purpose of Funds	%of Org. Budget
National				
State				
County				
Private				
Other Local (non-CCAASE funds) (Examples: Tax revenue, govt. appropriations, etc.)	Town of Telluride Mountain Village Telluride Foundation Other (please list)			

### C. Financial Documentation

Submit the following for your organization:

1. The last I.R.S. 990 Form submitted to the I.R.S. by your organization<sup>1</sup> **1 copy only**
2. 2017 budget projection (income and expense only – no in-kind amounts) to include at a minimum (2 double sided pages maximum):
  - a. Salaries, other compensation, and employee benefits (full-time, part-time, and contracted positions)
  - b. Travel and entertainment
  - c. Grants & sponsorships
  - d. Scholarships
  - e. Contributions / Fundraisers
  - f. Ticket / admission sales
3. Financial statements (income and expense only – no in-kind amounts)  
*If possible, please use Quickbooks to generate these statements.*  
*\* Sample formats & printing instructions for these reports are located at ([www.telluride-co.gov](http://www.telluride-co.gov))*
  - a. Profit & Loss Statement-for the most recently completed fiscal year.
  - b. Current Balance Sheet (summary) (as of September 2016)
4. A narrative on any budget anomalies or irregularities CCAASE should be informed about.

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<sup>1</sup> If your organization does not file a 990, provide 1 copy of the following:

- a. Letter stating why your organization does not file a 990;
- b. Letter indicating non-profit status; and
- c. Program audit or a Board approved balance sheet

### ***Part 5: Follow-up Report***

All Year 2016 grant recipients that are applying for 2017 grant funds are required to submit a follow-up report on the Year 2016 event or organization.

Reports should include, but not necessarily be limited to:

A. Tickets sold/people served (please refer to example given in Part 2, Question H.2., above)

B. Actual use of funds

C. Describe any problems with your event, programming, or organization that CCAASE should know about

D. Other